

DATE: _____

From: Commanding Officer, NR _____
To: Commanding Officer, Naval and Marine Corps Reserve Center,
Washington, DC

Subj: CORRECTION TO INACTIVE DUTY TRAINING (IDT) PARTICIPATION
RECORD ICO _____

Ref: (a) COMNAVRESFORINST 1001.5C

Encl: (1) Attached documentation/justification

1. Per reference (a), request entry be removed or changed to IDT Participation record, (NAVRES 1570/21). Execute the following action (check one):

☐ a. Change an Unexcused IDT period to an excused absence.

Ref (a) para 609. If the missed IDT period is changed to an excused absence, the associated ET will normally occur the month of, or within 60 days after, the date of the missed IDT period.

☐ b. Change an unexcused IDT period to an authorized absence (AA).

☐ c. Change/Remove Authorized Absence (AA) to:

☐ RS ☐ ET ☐ "U"s

☐ d. Other: Correct erroneous entries made to IDT Participation record, (NAVRES 1570/21).

2. A complete explanation of circumstances causing the error and corrective action (annotate original IDT date and new RS/ET IDT date if applicable):

3. The following actions will be taken to prevent reoccurrence:

CO or Designated Representative / Date

FIRST ENDORSEMENT

From: Commanding Officer, Naval and Marine Corps Reserve Center, Washington,
DC
To: Commanding Officer, NR _____

1. Approved/Disapproved.

CO or Designated Representative / Date